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RECORDS MANAGEMENT DIVISION

14 December 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Staff Meeting of Branch Chiefs on 14 Dec. 1954

The following subjects were discussed:

a. [] is to assume the position of Chief of Administration, SR Division, immediately. The present internal organization of the O & M functions of the Management Staff will be revised to provide for [] to take over the DD/I area formerly supervised by []. A new group headed by [] will assume responsibility for Commo, Training and Personnel.

b. Colonel White will discuss with [] on 15 December 1954 the Management Staff mission, accomplishments and objectives, and other pertinent material to be presented to the Clark Committee.

c. The Clark Committee is scheduled to visit [] on 21 January 1955.

d. The material prepared last summer to reflect the accomplishments of the Records Management Program as of 30 June 1954 were discussed with the Branch Chiefs prior to meeting with [] today at 2 P.M. Some minor revisions were made and some points were clarified. In addition, a statement of accomplishments since 1 July 1954 and the objectives for the remaining fiscal year 1955 were discussed.



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